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AGENDA  
FOR THE  
CIA CAREER SERVICE BOARD

15th Meeting, Thursday, 19 November 1953, at 4:00 P.M.  
DCI Conference Room, Administration Building

1. Minutes of the 14th meeting of the CIA Career Service Board held 12 November 1953, (attached); for approval.
2. Proposed Career Development Slot for [REDACTED] OTR, 25X1A for approval.
3. "Responsibility for the Assignment and Career Development of General Administrative Personnel", dated 5 November 1953, from the DD/A Career Service Board, (previously distributed); for discussion.
4. "Selection of Permanent Career Staff", dated 10 November 1953, from the Professional Selection Panel; for discussion, (attached).
5. Definition of the Career Service, dated 9 November 1953, for information; based on discussion at the 13th meeting of the CIA Career Service Board, (attached).
6. Junior Officer Task Force Report dated 9 November 1953, (previously distributed); for discussion.
7. New business.

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NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77  
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Date: 31 JAN 78 By: 021

25X1A

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4. It was decided that the paper from the DD/A Career Service Board, "Responsibility for the Assignment and Career Development of General Administrative Personnel," dated 5 November 1953, would be tabled for discussion at the next meeting in order to give members of the Board more time for its study (item 6 of the Agenda).

5. The Chairman introduced the proposed letter to the Committee for the signature of the DD/A, and after discussion the letter was approved with slight modification.

6. The Chairman announced that the Junior Officer Task Force Report was ready and that it would be on the Agenda for the next meeting. It would be distributed at the close of the meeting. He said that the Director had met with the members of the Task Force at their last meeting and had commented on the Report to them at that time.

7. The Chairman then introduced Tab E, "Personnel Reserve for the Central Intelligence Agency," of the Legislative Task Force Report. [redacted] started the discussion by stating that this was a problem in which General Cabell had become interested and had directed the Personnel Office to do research on at the same time that the Legislative Task Force was working on its proposal. A paper had been developed and was duly transmitted to General Cabell through Col. White. In the general discussion which followed the need for contacting the Department of Defense was brought out. The subject of the present system of CIA personnel who have reserve status was discussed as well as what should happen to them should war break out. Such a problem might be magnified by a wartime situation with the intelligence services of the Defense Department wanting to expand by gaining reserve personnel who presently are employed by CIA. There was some question of whether or not many employees now with the Agency would be willing to lose 18 to 20 years of reserve status they have with the armed forces to gain status with an Agency reserve. The discussion showed the need for a reserve founded on statute which would protect the Agency from personnel losses in the case of a national emergency and allow for expanded operations. Even more important than legislation, however, was the necessity for complete coordination with the Department of Defense. The Tab was approved with the recommendation that the Director discuss the matter with the Secretary of Defense initially.

8. The Chairman introduced Tab H, "Legislative Provisions for the Organization and Structure of Career Service in CIA," of the Legislative Task Force Report. It was decided that the decision as to when and how legislation would be presented to the Congress should be made in the Director's Office. If there is to be "package" legislation, the principle contained in this Tab would serve as the "wrapper." The Tab was approved.

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9. The Chairman announced that the Director might be invited to attend the Board meeting which was scheduled for 23 November 1953, and that the Report of the Women's Task Force would be scheduled for sometime in December. He also announced that next Thursday's meeting would be devoted to the Report of the Junior Officer Task Force, the Selection Board Report by the Professional Selection Panel, and a definition of Career Service; the latter having been on the Agenda of the present meeting for information only. 25X1A

10. The meeting adjourned at 4:50



Executive Secretary

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13 November 1953

MEMORANDUM FOR: Chairman, CIA Career Service Board  
FROM: Chairman, Professional Selection Panel  
SUBJECT: Selection of Permanent Career Staff

1. In response to a request from the CIA Career Service Board, the Professional Selection Panel has devised what the Panel believes to be a satisfactory mechanism for selection of career employees. This mechanism and the procedures for its use are set forth in the attached memorandum, subject as above, dated 10 November 1953.

2. Your attention is called to paragraph 6 of the attached memorandum, entitled "Application for Permanent Appointment to the Career Staff." I believe the Board will wish to give careful consideration to two questions raised by this paragraph: (1) "Should application for appointment to the career staff be mandatory or voluntary?" and (2) "Should all personnel presently on duty be automatically appointed to the career staff or should they go through some suitable selection procedure?"

3. If the Board concurs in the selection process prescribed in the attachment, preparation of suitable regulations based thereon can be undertaken at once.

/s/

  
Chairman

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10 November 1953

SELECTION OF PERMANENT CAREER STAFF

1. GENERAL

Career Employees, as defined in CIA Regulation No. [REDACTED] shall be<sup>25X1A</sup> selected for the Career Staff through:

- a. Initial identification, recruitment and selection of individuals on the basis of apparent capability and suitability for provisional appointment to the Career Staff.
- b. Planned instruction and development during which the employee has an opportunity to demonstrate his capability and suitability for retention in Agency employment and eventual permanent appointment to the Career Staff.
- c. Review at the end of a one-year, trial-service period to determine the desirability of the individual's continued employment with the Central Intelligence Agency.
- d. Review at the end of a three-year provisional period to select individuals for permanent appointment to the Career Staff on the basis of demonstrated capability and suitability.

2. SELECTION BOARD

A Selection Board shall be established which shall consist of eight voting members and five alternate members. The Director of Central

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Intelligence shall appoint two voting members and one alternate member from the organizations of the Deputy Director (Intelligence), the Deputy Director (Plans), and the Deputy Director (Administration) and, from the organizations of the Assistant Director (Communications) and the Director of Training, one voting member and one alternate member. The Selection Board shall be responsible to the CIA Career Service Board and shall perform such functions as are hereinafter prescribed. The Chairman of the Selection Board shall be appointed by the Director of Central Intelligence. The Assistant Director (Personnel) shall provide the Selection Board with a full-time Executive Secretary and with such clerical and administrative personnel as are required by the Board to perform its functions.

3. PANEL OF EXAMINERS

- a. A Panel of Examiners shall be established by the Director of Central Intelligence on the recommendations of the Selection Board and shall be composed of experienced members of the Career Staff (GS-11 and above).
- b. Numerical representation of each Career Component on the Panel of Examiners shall be based on the personnel strength of that component as of the beginning of each fiscal year and shall not exceed one-half of one percent of such strength or one member, whichever is the larger number. (NOTE: This formula, if applied at the present time, would result in the appointment of 63 members to the Panel of Examiners).

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- c. Unless renewed by reappointment, membership on the Panel of Examiners shall terminate at the end of each fiscal year.
- d. Members of the Panel of Examiners shall be chosen from lists of nominees submitted by the several Office Career Service Boards. The number of such nominees shall be twice the number which will be selected in accordance with 3b, above.
- e. Examining Panels referred to below shall consist of three voting Examiners who shall represent Offices other than than having career jurisdiction over the individual and, in addition, a non-voting member from the Selection Board's permanent secretariat who will act as Chairman of the Panel. The membership of the Examining Panels will be selected by the Executive Secretary of the Selection Board from the Panel of Examiners in a manner which will assure appropriate representation of the several Agency components.

4. EVALUATION OF TRIAL-SERVICE EMPLOYEES

Three months prior to the completion of his first calendar year of Agency employment, each employee shall be evaluated as follows in terms of the desirability of his continued employment:

- a. The Initial Evaluation Report shall be completed by the individual's immediate supervisor who shall recommend either that the employee be retained in Agency employment for eventual



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- consideration for membership in the permanent Career Staff or that he be separated from CIA employment prior to the completion of his one-year trial-service period.
- b. The supervisor's evaluation and recommendations shall be forwarded to the Office Career Service Board having jurisdiction over the individual's career planning.
- c. The Office Career Service Board shall review the supervisor's recommendation in the light of all available information concerning the employee and recommend either that (a) the employee be retained in Agency employment for eventual consideration for membership in the permanent Career Staff or (b) that he be separated from CIA employment prior to the completion of his one-year trial-service period.
- d. Recommendations of the Office Career Service Boards shall be forwarded to the Executive Secretary of the Selection Board where they shall be carefully screened for objectivity. All cases in which separation of the individual is recommended and such other cases as warrant further review shall be referred by the Executive Secretary for further review by an Examining Panel of the Panel of Examiners. Remaining cases shall be forwarded to the Processing and Records Division, Personnel Office for inclusion in the Official Personnel Folder through the Placement and Utilization Division, Personnel Office.

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- e. Recommendations of Office Career Service Boards referred to an Examining Panel by the Executive Secretary shall be reviewed in the light of all pertinent information concerning the employee. Such information shall be furnished, as appropriate, by the Personnel Office, Security Office, Medical Office, Office of Training, and Operating Offices. The Examining Panel shall interview the employee and, when appropriate, his supervisor. On the basis of this review, the Examining Panel shall recommend to the Selection Board either that (a) the employee be retained in Agency employment for eventual consideration for permanent membership in the Career Staff or (b) that the employee be separated from Agency employment prior to the expiration of his one-year trial-service period.
- f. When the recommendation of the Examining Panel is in disagreement with that of the Office Career Service Board, this fact shall be reported to the Office Board which shall either (a) accept the Panel's recommendation, or (b) refer the case, within ten working days of receipt of notification of disagreement, to the Selection Board, whose decision in the case shall be subject only to the review of the Deputy Director of Central Intelligence. If such review is desired, a request therefor must be submitted within ten days of the Selection Board's decision, by the Deputy Director

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(Intelligence), Deputy Director (Plans), Deputy Director (Administration), Assistant Director (Communications), or Director of Training, as appropriate.

- g. Upon final approval of a recommendation to separate an employee from Agency employment, an appropriate Request for Personnel Action shall be prepared by the Executive Secretary of the Selection Board for the signature of the Head of the Component to which the individual is assigned and transmitted to the Personnel Office for processing.

5. DURATION OF PROVISIONAL PERIOD

- a. The provisional period, during which the employee has an opportunity to demonstrate his capability and suitability for permanent appointment to the Career Staff, shall commence as of the date of entrance on duty with the Agency and shall continue for a period of three calendar years.
- b. The three-year provisional period prescribed by this Regulation as a pre-requisite to consideration for permanent appointment to the Career Staff shall in no way affect the rights and privileges of Agency employees under the provisions of the Veterans Preference Act of 1944, as amended.

6. APPLICATION FOR PERMANENT APPOINTMENT TO THE CAREER STAFF

- a. Upon completion of the three-year provisional period, each employee shall have an opportunity to apply for permanent appointment to the

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Career Staff. Except as otherwise provided in 6c, below, such application shall result in the initiation of formal selection procedures as hereinafter prescribed.

- b. Failure to apply for permanent appointment to the Career Staff at the end of the provisional period shall not act as a bar to such application at a later date.
- c. Procedures hereinafter prescribed shall not apply to personnel on duty with the Central Intelligence Agency as of the effective date of this Regulation. The permanent appointment of such personnel to the Career Staff shall be automatically approved by the Selection Board upon completion of the three-year provisional period and application for such appointment.

7. DETERMINATION OF SUITABILITY FOR PERMANENT APPOINTMENT

Determination of suitability for permanent appointment to the Career Staff shall be made as follows:

- a. Appropriate criteria of suitability shall be formulated by the Selection Board and approved by the CIA Career Service Board and shall be applied with respect to all eligible employees.
- b. Determinations of suitability for staff employees in grades GS-6 and below shall be made by such persons and in such a manner as shall be prescribed by the Head of the Career Service Board having jurisdiction over the employee, provided, that the method used in

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to an Examining Panel for review. The Examining Panel shall consider all pertinent information concerning the employee. Such information shall be furnished, as appropriate, by the Personnel Office, Security Office, Medical Office, Office of Training, and Operating Offices. The Examining Panel shall interview the employee and, when appropriate, his supervisor.

- (4) The Examining Panel shall recommend to the Selection Board either that (a) the employee be appointed to the Career Staff on a permanent basis, or (b) that his permanent appointment to the Career Staff be disapproved.
- (5) When the recommendation of the Examining Panel is in disagreement with that of the Office Career Service Board, this fact shall be reported to the Office Board which shall either (a) accept the Panel's recommendation, or (b) refer the case, within ten working days of receipt of notification of disagreement, to the Selection Board, whose decision in the case shall be subject only to the review of the Deputy Director of Central Intelligence. If such review is desired, a request therefor must be submitted within ten days of the Selection Board's decision, by the Deputy Director (Intelligence), Deputy Director (Plans), Deputy Director (Administration), Assistant Director (Communications), or Director of Training, as appropriate.

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9 November 1953

PROPOSED DEFINITION OF THE CIA CAREER SERVICE

(as revised by the CIA Career Service Board at its 13th meeting  
on 5 November 1953)

The CIA Career Service is a group of carefully selected and trained individuals who accept an obligation to devote themselves permanently to the needs of the intelligence service of the U. S. Government, and who have the expectancy of a permanent career in CIA. The program of the CIA Career Service is open to all staff employees and staff agents upon selection by the CIA Selection Board.

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